

Summer Student Program

Frequently Asked Questions (FAQs)

Q: When is the deadline for submitting my application for a summer position?

A: The competition opens on November 18, 2016 and closes on January 13, 2017.

Q: How many positions are available?

A: In the summer of 2016, 14 students were hired for the Summer Student Program. The number and types of positions available each year vary depending on the needs of the various locations. For the 2017 year, we have 24 summer student positions in the following areas: Corporate Affairs, Facilities, Finance, Food & Beverage, Human Resources, Information Technology, Marketing and Procurement.

Q: What are the hours of work?

A: All summer students will work Administration Office hours, Monday – Friday, 8:30am – 5:00pm, including a one hour unpaid lunch break.

Q: How do I apply for the Summer Student Program?

A: Students must apply on the SIGA website at <http://www.siga.sk.ca/careers/our-culture/>. Candidates must create an online profile and attach a cover letter and resume. Students will have to identify their top two SIGA locations and their top two departments that they prefer to work in. If the student meets the eligibility criteria, they will be considered for our Summer Student Program.

Q: How do I know if I am eligible for the Summer Student Program?

A: You are eligible if you are:

- 19 years of age or older
- A registered First Nation individual
- Attending school on a full-time basis and must be a continuing full-time student in year 1, 2 or 3 of an undergraduate program
- Must provide recent transcripts
- Must provide class registration
- Must provide a copy of your Certificate of Indian Status Card
- Must be able to successfully obtain and maintain a SLGA Certificate or Registration

Q: Do I have to submit a resume or cover letter?

A: It is recommended that you submit a cover letter and resume – either attached or pasted into the online application. This information is important – hiring managers need the necessary information to consider you for the position.

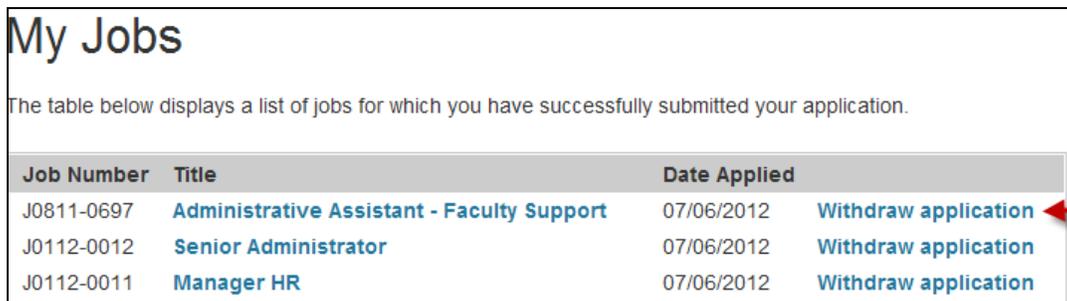
Q: What should I include in my cover letter?

A: Your cover letter does not need to be addressed to anyone in particular (i.e. hiring manager,) however, you can address the cover letter to “Hiring Manager” or “Sir or Madam” if you prefer to do so.

The body of your cover letter should be concise, informative and less than a page in length. Include: your field of study; relevant work experience, and/or training; relevant accomplishments/awards; and why you would be a great fit with SIGA.

Q: What if I no longer want to be considered for the Summer Student Program for the upcoming employment term (i.e. found other employment)?

A: If you no longer want to be contacted regarding the Summer Student Program with us for the current summer term, you can withdraw from the competition by logging in to your online profile, click “My Jobs” tab, then click on “withdraw application”.



My Jobs

The table below displays a list of jobs for which you have successfully submitted your application.

Job Number	Title	Date Applied	
J0811-0697	Administrative Assistant - Faculty Support	07/06/2012	Withdraw application
J0112-0012	Senior Administrator	07/06/2012	Withdraw application
J0112-0011	Manager HR	07/06/2012	Withdraw application

Q: What about part-time employment?

A: All Summer Student Program positions are full-time term with a defined start and end date. There may be opportunities for part-time employment, however these jobs are not considered to be part of the Summer Student Program.

Q: Who do I contact if I have questions/concerns about the Summer Student Program employment or the application?

A: You can contact SIGA’s Human Resource Planning Department at (306) 477-7528.